

CHAPTER 7

EVACUATION ALLOWANCES★0701 GENERAL

Personnel evacuations require special handling by disbursing officers at the evacuation point, safehaven, and designated places. The processing of evacuees requires patience, tact and expeditious service. The JFTR, Chapter 6, and JTR, Chapter 12 and Appendix I, address evacuation entitlements. The Office of the Under Secretary of Defense (Personnel and Readiness), or other designated responsible official announces the evacuation and outlines the safehaven location.

0702 EVACUATION ADVANCES AND PAYMENTS

070201. Orders. Evacuation advances and payments shall be supported by copies of the departure orders. If such orders are not available, refer evacuees to the local personnel organization. Evacuees requiring advances shall use an available automated teller machine (ATM) or electronic funds transfer (EFT) once they have departure orders. If no ATM is available or EFT cannot be used, the supporting disbursing office may use an alternative payment method.

★ 070202. Evacuated from Foreign Locations. Payments to dependents shall be made only upon presentation of a DD Form 1610 (Request and Authorization for Temporary Duty Travel of DoD Personnel).

070203. Disbursing Official Guidance. The disbursing official that supports the evacuation point or safehaven area shall assist any evacuated traveler with all financial matters. The assistance provided may include the following:

A. A briefing sheet that includes the disbursing office's phone number(s), mailing address, and hours of operation.

B. A description of evacuation entitlements.

C. A listing of documentation required for advances and payments. Advise the dependents to submit a photocopy of the front and back of the identification (ID) card with each claim submission.

D. Identification of when, where and how to submit claims for advances and payments. Advise evacuees that all claims after the initial one are handled through the mail. If problems are encountered, the disbursing officer should contact the appropriate DoD Component.

★ 070204. Claims. The supporting disbursing officer shall assist evacuees with claim preparation. Each evacuee shall be asked about advances or previous payments. Initial evacuation advance payments usually are mass evacuation payments. Disbursing officers are encouraged to use “multiple travel payment list” vouchers to expedite payments. This alternative payment method does not lessen the need for proper documentation.

0703 IDENTIFICATION OF EVACUEES

070301. Identification Available. DD Form 1173 (United States Uniformed Services ID and Privilege Cards), DD Form 2750 (Senior Executive Service ID card), DD Form 2765 (ID and Privilege Card), DD Form 2764 (Civilian Geneva Convention card), passports, or other forms of picture ID are sufficient identification to pay evacuees.

070302. Identification Not Available. If the evacuee has no picture ID whatsoever, two witnesses may vouch for the evacuee. Each witness shall sign a statement as to the identification of the evacuee. All witnesses shall show ID indicated in paragraph 070301, above, as well as provide their permanent addresses. The lack of adequate identification delays service to any evacuee; however, every effort must be made to accommodate the evacuee.